

25 May 1956

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TO: [REDACTED]

In an effort to furnish you with some guidance for determining amount of award for suggestions which have intangible benefits the following is submitted:

Degree of Benefit	Extent of Application				
	Limited	Local	Extended	Broad	General
Slight	\$ 10-25	\$ 25-50	\$ 50-75	\$ 75-150	\$ 150-250
Moderate	50-100	100-150	150-200	200-300	300-400
High	150-250	250-350	350-450	450-600	600-750
Exceptional	300-500	500-700	700-1000	1000-1500	1500-25000

The above chart and the following definitions were recently published in the "Incentive Awards Notes," an issuance of the U.S. Civil Service Commission. The information in brackets is our application of the definition to this Agency.

DEGREE OF BENEFIT

Slight Benefit

- Minor modification of an operating principle or procedure, limited potential value.

Moderate Benefit

- Considerable modification of an operating principle or procedure, higher potential value.

High Benefit

- Complete revision of a basic principle or procedure, very high potential value.

Exceptional Benefit

- Initiation of a new principle or major procedure, such a contribution which substantially advances an important activity of the Department or makes a significant contribution to scientific knowledge.

EXTENT OF APPLICATION

Limited Application

- Affects the immediate work area or immediate associates. [In CIA 1 to 25 employees]

Local Application

- Affects more than the immediate work area or associates but is within an installation or facility, or is in the public interest only in the locality. [In CIA 26 to 1000 employees - a Branch or a Division]

Extended Application

- Applicable to several installations or facilities, or is in the public interest in several localities or in a region. [In CIA 1000 to 4000 employees - or a major organizational element such as a Deputy Director's component]

Broad Application

- Applicable to many installations or facilities, or is in the public interest in several regions. May be applicable to all of a small independent agency or to an entire large bureau or constituent agency. [In CIA 4000 or more employees - two or more Deputy Director components or of Agency-wide application]

General Application

- Applicable throughout several large bureaus or independent agencies or a large Department or several Departments, or is in the public interest throughout the nation or beyond.

It is well to note that because of the nature of intangible benefits, no guide can be so conclusive as to make the determination of appropriate awards an automatic and simple process. The final determination must still be arrived at by the application of your informed judgment, which should consider all influencing factors.

Your comments on this guide will be requested at our next Incentive Awards Committee meeting.

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